

Checklist of Recommended Counseling Techniques

Technique	Did the counselor . . .	Tick (✓)
Greet	<ul style="list-style-type: none"> Say hello (and shake hands if appropriate)? 	
	<ul style="list-style-type: none"> Offer the client a seat? 	
	<ul style="list-style-type: none"> Introduce himself/herself? 	
Ask	<ul style="list-style-type: none"> Look at the client when talking? 	
	<ul style="list-style-type: none"> Ask questions relevant to the topic? 	
	<ul style="list-style-type: none"> Ask more open-ended than closed-ended questions? 	
	<ul style="list-style-type: none"> Listen carefully and actively? 	
	<ul style="list-style-type: none"> Use body language to indicate interest (e.g., lean forward)? 	
	<ul style="list-style-type: none"> Treat the client with respect? 	
	<ul style="list-style-type: none"> Use encouraging words? 	
	<ul style="list-style-type: none"> Occasionally sum up the client's statements? 	
	<ul style="list-style-type: none"> Show interest, concern, and care rather than interrogating? 	
	<ul style="list-style-type: none"> Give the client time to think of answers or questions? 	
	<ul style="list-style-type: none"> Check what the client said to ensure correct understanding? 	
Tell	<ul style="list-style-type: none"> Probe for information? 	
	<ul style="list-style-type: none"> Recognize and praise what the client was doing correctly? 	
	<ul style="list-style-type: none"> Avoid judgmental or critical words? 	
	<ul style="list-style-type: none"> Suggest acceptable, affordable, and feasible options? 	

Technique	Did the counselor . . .	Tick (✓)
	<ul style="list-style-type: none"> • Use simple language? 	
	<ul style="list-style-type: none"> • Give a little relevant information at a time? 	
	<ul style="list-style-type: none"> • Help the client verbalize what other people might say about the suggested solutions? 	
	<ul style="list-style-type: none"> • Make one or two suggestions without giving commands? 	
Help	<ul style="list-style-type: none"> • Help the client find practical and realistic solutions? 	
	<ul style="list-style-type: none"> • Reflect the client's statements to show that he or she was understood? 	
	<ul style="list-style-type: none"> • Accept what the client thought and felt? 	
Explain	<ul style="list-style-type: none"> • Clearly communicate important nutrition information based on the client's knowledge, cultural values, and beliefs? 	
	<ul style="list-style-type: none"> • Explain the reasons for the recommendations given? 	
Reassure and give a return date	<ul style="list-style-type: none"> • Summarize the information the client shared? 	
	<ul style="list-style-type: none"> • Check whether the client understood the important information? 	
	<ul style="list-style-type: none"> • Discuss appropriate follow-up? 	
	<ul style="list-style-type: none"> • Encourage the client to adhere to the follow-up plan? 	